

# **2005 Annual Report**



**Already Hooked on Reading**

**Kelso Public Library**  
314 Academy Street • Kelso, WA • 98626

## KELSO PUBLIC LIBRARY

The city of Kelso is located in the heart of southwest Washington and is the county seat for Cowlitz County. The Public Library serves the approximate 14,000 residents who live in the city of Kelso.

The library welcomed new director, Geraldine Veenstra, in the Fall of 2004. Prior Director, Hope Koistinen, retired after serving the city of Kelso for 30 years. Working with the director, library operations are maintained by four fulltime staff as well as five part time employees. Kelso Public library employees exhibit a strong commitment to excellence in library service and professionalism.



**Kelso Public Library Staff are dedicated professionals who are committed to providing excellence in library service.**



## SOME STATISTICS

- ✕ Circulation increased 4% over the previous year for a total of 91,547 items
- ✕ 67,608 people came to the library during the year
- ✕ We offered 73 programs that were attended by 2,029 people
- ✕ We issued 874 new library cards
- ✕ An Outreach Volunteer delivered 179 books to homebound residents
- ✕ 7,885 people used library computers, an increase of 13%
- ✕ Approximately 2,000 new items were added to the collection
- ✕ Staff answered over 5,200 reference questions, an increase of 44%
- ✕ We lent 405 books to other libraries and borrowed 423



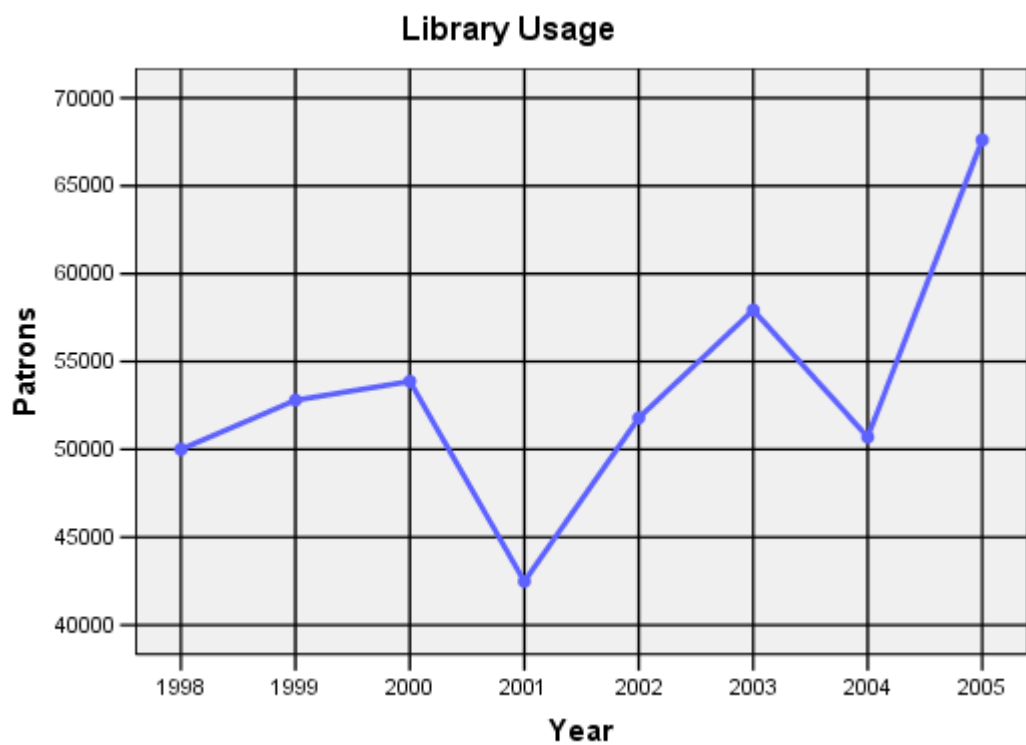
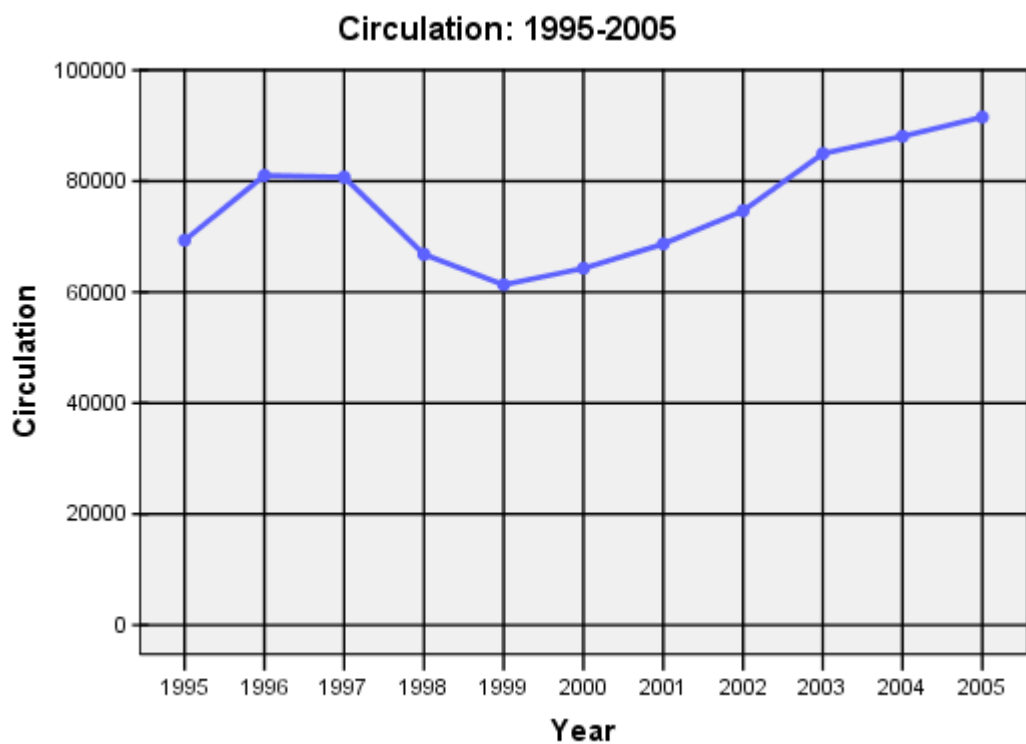
**New program attendees**

## LIBRARY COLLECTION

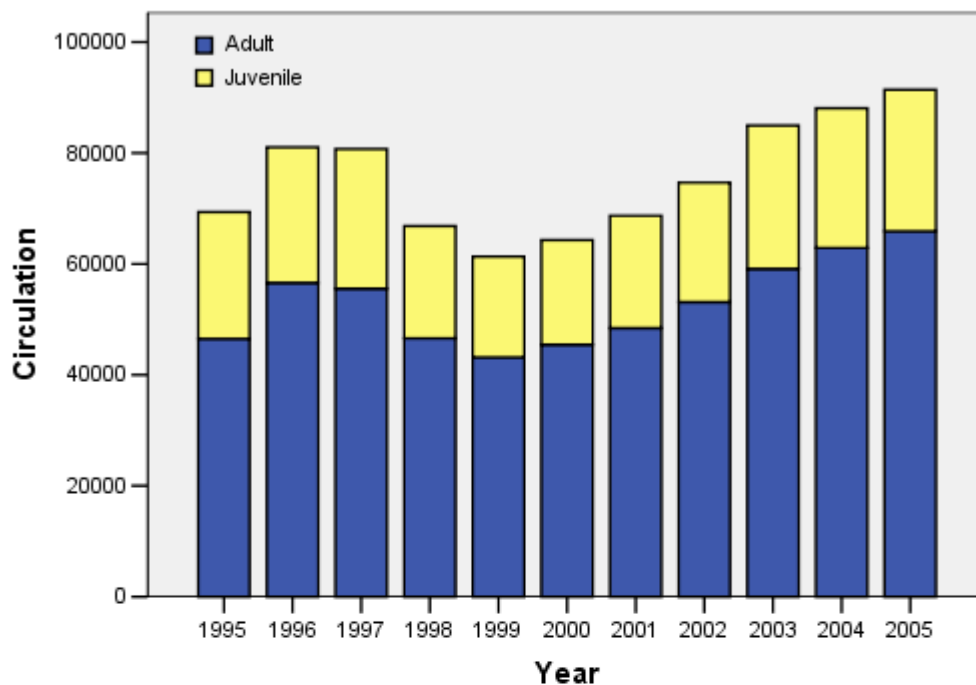
- ✕ Books and Magazines: 38,600
- ✕ Music and Talking Book Cassettes, CDs: 2,150
- ✕ Videos, DVDs: 2,356
- ✕ Magazine and Newspaper subscriptions: 75
- ✕ Total Collection: 43,114 items



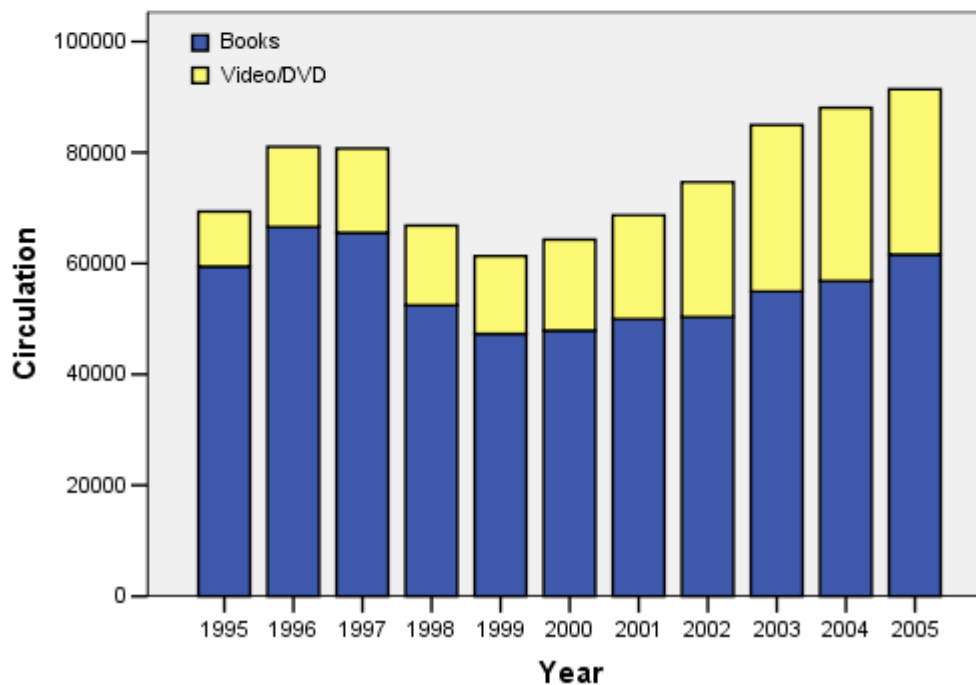
**Patrons enjoy the library's print subscriptions.**



**Adult and Juvenile Circulation: 1995-2005**



**Circulation by Type: 1995-2005**



## OPERATING IN A FISCALLY RESPONSIBLE MANNER

### *Applying for Grants*

For the eighth year in a row, we received the Federal E-rate discount for telecommunication services giving us approximately \$2,100 in discounts for phone and T-1 services. These telecommunications discounts enable the library to take advantage of the speeds and efficiencies which new technology affords the work place.



A new staff computer

### *Making use of Employment Programs*

For the first time the Kelso Public Library was a successful applicant in the Federal AmeriCorps program. As a host site, the library received the eleven-month commitment of an AmeriCorps volunteer; Zachary Clanton joined our staff in September of 2005 and will remain with us through July of 2006. With the hours that Zach contributes we have been able to expand our family programming and accomplish some long-term collection goals.

Partnering with a local Community Action Program, CAP, the library has been part of their back to work initiative which seeks to place participants in local community businesses for job retraining. By providing training to these individuals the library also receives much needed assistance. With the support that these individuals give our 4 FTE's and part time staff our organization was open to the public 6 days a week for a total of 2,496 hours in 2005.

### *Using Volunteers*

Volunteers donated over 600 hours of time to the library. They delivered books to the homebound, sorted donated magazines for the free magazine shelves, assisted at library story times, helped prepare children's crafts, sorted and packed donated books for book sales, and hosted book sales at the library. Throughout the year, volunteer Bill Brawand, husband of library employee, Georgia, donates his expertise and labor to build and repair library furniture and equipment. His remarkable dedication contributes in a vital way to the daily operations of the library.



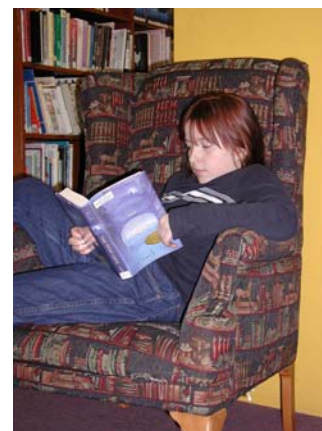
Parents step in as volunteers during library story time.

## **ENHANCING SERVICES TO INTERNAL AND EXTERNAL CUSTOMERS**

### *New Services*

After making contact with the Women's Shelter in Kelso it was determined that a depository collection housed on site would be the best way to meet the needs of this segment of our service population which was under served. Each month this collection is refreshed with current reading materials.

In 2005 we began piloting services to teens. A special collection is being developed with high interest materials in many formats. Plans for a first time summer reading program for teens began in 2005 and will be brought on line in the summer of 2006.



**A space for Young  
Adults**



### ***Providing Better-Trained Staff***

All full-time staff took advantage of training opportunities during the year. Continuing education grants from the state library supplemented our travel and training budget and have made this extensive training possible. Kristen Dahl and Georgia Brawand attended training sponsored by the State library, on the ProQuest electronic databases. Cindy Donaldson attended a conference in Portland sponsored by the Bureau of Education and Research on “What’s New in Children’s Literature”. This conference helped us considerably in our purchase of new children’s materials for the downstairs collection. Zach, Cindy and Geraldine were able to attend a workshop put on by the Washington Library Association on “Making the Match, the Right Book for the Right Reader, 4<sup>th</sup>-12<sup>th</sup> Graders”, again very helpful in the development of our teen collection. Geraldine was able to attend the Washington Library Director’s conference in July, a CDBG workshop in September and a Marketing Workshop in Longview in November. All in all, it was a great year for training and we are looking forward to continuing with staff education next year. It’s always a good idea to know what is out there.

## **KEEPING UP WITH TECHNOLOGY THAT MEETS OUR MISSION**

Currently the library is on a technology replacement schedule. Three new computers were purchased replacing two very old and unreliable circulation modules and the administrative office terminal. Installing a wireless network upstairs and down has enabled us to place the Internet on all staff computers. This increased the effectiveness of communication among staff as well as facilitating the placement of holds for patrons and Internet searching at the circulation desk for patron reference support. Two old barcode scanners were replaced ensuring that staff is able to quickly check out materials to library patrons.



**Technology even for our youngest patrons**



## SERVICES TO CHILDREN

The children and young adult department has been extensively refurbished. We were pleased to have been able to purchase over 500 new books, CD's, and DVD's for this collection. In addition to the new materials, this department offered 30 more programs than in 2004 and had 2,029 people attend, twice the statistic for 2004. AmeriCorps volunteer, Zach Clanton, has been a tremendous asset to this department assisting Cindy Donaldson, long term children's services director.



**A visitor to the Children's Department**



**A Narnia Story Time with Zach, AmeriCorps Volunteer**

## IMPROVING PUBLIC FACILITIES

In addition to many day-to-day improvements at the library, the installation of a new heating and cooling system was the major project for 2005. The new gas/electrical system replaced an original heating unit that dated back to 1951. The original heating and cooling unit is shown below in the photo on the left. The new unit is displayed in the photo on the right.



**Out with the old**



**In with the new**

## THE FRIENDS OF THE KELSO LIBRARY

The Friends of the Kelso Library continue to provide generous support to the Library in a variety of ways. By holding used book sales and sponsoring a bazaar they raise money to enhance library services. In 2005 they:

- ✕ Spent over \$1,500 to support children's programs, including paying for the cost of printing all summer reading handouts, prizes, and treats for the summer reading program and supporting the children's Halloween and Christmas story time programs.
- ✕ Supported Celebration of Literacy through a grant to purchase books for the community read program.
- ✕ Coordinated the exchange of free magazines for the community.



**Friends book sorting area**

## THE PAST, THE PRESENT, THE FUTURE

The Kelso Public Library has a long history in the city of Kelso. Begun as a private lending library by the women of the city, it expanded in 1916 into a more formal organization which lent materials to the general public. The first collection of books was housed in a small room at the paint store on Front Street. In 1926, a small room at the Columbia Hotel housed the book collection. Later, the library moved to a large main floor room in the Yale Hotel on Pine, now the Baker Lumber Company. After one additional move in 1936 to the “Club House” on Fourth Ave South and Oak the library moved to its current location on the corner of Academy and South Fourth in 1958. 47 years later, the library remains at this location in what was the original PUD building.

A look at the statistics in the report makes it clear that we have outgrown the facility. This is both an exciting and challenging phase in the current life of the library. The past demonstrates that the citizens of Kelso consider their library an important part of civic life. That remains true today. The child in the photo below enjoys her public library today. On Halloween it was her place to be. Our commitment is to her, and all of our citizens, to ensure that there will be a viable public library in Kelso today, tomorrow and always.



